



Dedham Public Library

Massachusetts

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Tracy Driscoll, Chair
Rachel Tuerck
Cecilia Emery Butler
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DPL TRUSTEES MEETING MINUTES	
SEPTEMBER 15, 2014, MAIN LIBRARY, 9:15 AM	
MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Tracy Driscoll
SECRETARY	Monika Wilkinson
ATTENDEES	Cecilia Emery Butler, Tracy Driscoll, Monika Wilkinson, Margaret Connolly, Mary Ann Tricarico, Rosemarie Shrewsbury
PUBLIC ATTENDEES	

The September 15, 2014, meeting of the Dedham Library Board of Trustees was called to order at 9:23 am by Chairperson Ms. Driscoll.

1. **Public Comment:** No public input.

2. **Minutes:** Ms. Emery Butler moved to accept the August 13, 2014, minutes with the correction of “Chair” capitalized in first line. Ms. Connolly seconded. Ms. Tuerck abstained from voting because of absence. All others voted to accept.
3. **Financial Report:** Financial report for July 2014 was reviewed. Ms. Emery Butler moved to accept. Ms. Tuerck seconded. Financial report for August 2014 was reviewed. Ms. Wilkinson moved to accept. Ms. Tuerck seconded. All voted to approve.

4. **Director’s Report:**

Library RFQ discussion. Dr. Tricarico discussed Chris Howell’s efforts before he left his position this August. Trustees must endorse this document before submission to the Central Register. Some questions regarding process (board vs. committee decision, Town counsel review timing). Dr. Tricarico emphasized Trustees’ need to join BPCC. Ms. Driscoll explained role of BPCC committee members and discussed option to join as ex officio member. Discussion of role of Trustees’ in determining location of future library. Trustees will be working in collaboration with hired consultants. Building Program Statement document will be finished by spring. It is likely we will need an additional year to determine of library site.

VOTE: Ms. Tuerck made a motion to accept the RFQ. Ms. Emery Butler seconded. All voted to approve per the approval of Nancy Baker and Town Counsel. Major revision will be reviewed by Trustees.

Estimates for digitizing collection of local newspapers are prohibitively high. Dr. Tricarico will explore options for moving forward (other vendors, partnering with Dedham Historical Society, grants).

HR Department at the Town is evaluating ergonomics of furniture for staff.

Library consultant has started a two-part workshop with staff for planning for the future. Dr. Tricarico reported a positive response from staff.

We have been collecting bids on painting for Children’s Room. Dr. Tricarico will share paint colors and ask staff on their tours of other libraries to pay attention to colors.

Utilities information from Facilities Department reveals that cost of operating Endicott is far higher (\$1.09 vs \$2.52). Trustees expressed interest in meeting with Facilities to discuss utilities efficiency (e.g. timers).

Dr. Tricarico explained that new computers have been installed at Endicott and will soon be adding them to the Main with Windows 8.1. Ms. Wilkinson asked if training for staff

should be considered. Dr. Tricarico reported little difficulty using the computers. Ms. Connolly suggested Endicott staff helping Main staff with transition. Dr. Tricarico said that Amber Socci will support staff at Main.

Dr. Tricarico reported that the Library is 100% compliant with the state requirements for second year in a row.

5. Chair Report:

Ms. Wilkinson shared several suggestions on Meeting Room Use policy. Ms. Tuerck will revise and Trustees will vote next month.

Ms. Driscoll explained that Trustees have oversight of Trust funds, but currently the chair is not receiving financial information. Records are incomplete. Ms. Driscoll met today with Mike Malamut, and currently the library has \$660,000 expendable funds. Trustees discussed process for reviewing management and spending without turning control over to Trust Fund Commission. Trustees agreed to consider policy for management and use of funds in future meeting. Ms. Emery Butler will check wording in Charter on Trust Funds and share with Trustees.

Marketing sub committee has moved forward with logo. Discussion of Times ad and unveiling of logo. Open House on September 27. Final ad in October with full logo and upcoming events.

Children's book sale and costume sale Endicott on October 4.

VOTE: Ms. Wilkinson made a motion to accept the logo in version #1 with slight tweaking of feet. Ms. Driscoll seconded. All voted in favor.

Discussion of mini-golf for spring. Ms. Tuerck will pass information to Ms. Connolly.

Discussion of bylaws. Ms. Wilkinson will share Wisconsin sample bylaws with Trustees. Discussion will be continued next meeting.

Ms. Emery Butler suggested collecting bylaws from other libraries. She will contact Needham, Wellesley, Natick. Ms. Tuerck will contact Westwood and Canton. Ms. Wilkinson will contact Norwood. Ms. Driscoll will contact Milton.

Trustees discussed email shared by Brad Bauer with concerns about presenter not having software needed. Dr. Tricarico explained situation

Ms. Emery Butler requested a meeting with Friends and DLIT.

Ms. Wilkinson made a motion to adjourn at 11:30 Ms. Driscoll seconded. All voted without Ms. Connolly, who left the meeting at 11:05.

October 15, Endicott, 7 PM, monthly meeting

November 12, Main, 8:30 AM, monthly meeting